

ASPlurisTM V2.2

User Guide



Data Technology
Hardware • Software
Design • Consulting

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Introduction

If you want to turn your accounting system into a complete ERP software solution, you need Ostendo. But if you want to bring Ostendo onto your factory or warehouse floor, or even out into the field, you need **ASPluris™**.

ASPluris is an innovative new product from ASP Microcomputers that adds mobile solutions to Ostendo using web services and portable barcode terminals. **ASPluris** is available as a series of modules.

Installation information has been moved to a separate document.

Using the Barcode Terminal

The initial release of ASPluris uses the **Casio DT-X8** barcode terminal. Other terminals will be available in the future.

Casio DT-X8 series

The Casio DT-X8 series terminals provide all the durability and performance features required for extremely demanding and tough work environments. The DT-X8 series has been designed to meet a drop resistance of three metres to concrete, ensuring that it can survive impacts from the kind of heights likely to be encountered in typical work environments such as warehouses.

The Casio DT-X8 series is dust/splash-proof to IP67, has a 2.7 inch touch-screen LCD that is highly visible even in daylight, and a vibrator alert. A high performance laser scanner is standard, with 2D and long range imager models available. This manual refers to the standard laser scanner.



To turn the terminal on, press and hold down the power button (just above the R key below the display) until the screen displays “Power On”. To turn the terminal off, press and hold down the power button until the screen goes black.

Reading Barcodes

Ensure that the terminal is turned on, and at a place in the program where barcodes can be scanned, then press one of the orange edged trigger buttons on the sides of the terminal, or the round button inside the orange circle below the display screen.

Hold the terminal about 3 to 30cm back from the barcode, and direct the scanning beam onto the barcode. When the barcode has been read successfully, the terminal will beep and the indicator LED will flash briefly.

If the terminal fails to read the barcode, change the scanning angle or the distance from the barcode, and try again.

The Barcode Terminal keypad

The keyboard layout of the Casio DT-X8 terminal is shown on the right.

The **Power button** is just above the R button near the top right.

The **Enter key** is at the bottom right of the circular array of keys.

The **CLR key**, which is used most often as a **backspace key**, is at the bottom left of the circular array of keys.

To type a **space** character, press the **F5/SP key** at the bottom left of the keypad. To type a **dash** (or negative sign) character, press the **F4/- key** near the bottom right.

In most applications, the only time you'll need to use the keypad is to enter data such as quantities, and these are usually numeric only. The barcode terminal was designed to make this kind of data entry fast and simple. **Numeric input** is the default mode, and this is indicated by a small **1** icon near the top right of the display, below the battery status icon.



In this mode, you can enter numbers just by pressing the numeric keys.

If you need to enter letters or other characters, the barcode terminal has an upper case and a lower case **Alphanumeric Input** mode, indicated by a small  or  icon near the top right of the display.

To change modes, you must be at a prompt that allows keyboard input. Then, press and release the **F8/** key at the bottom right of the keypad to change between **numbers **, **upper case letters **, and **lower case letters **. Each press of the **F8/** key cycles through the available modes, with the current mode indicated by the icon near the top right of the display.

In **numeric ** mode, the keypad enters the numbers shown on the key. In **upper case ** or **lower case ** mode, the letters shown in white on each numeric key can be entered. Pressing a key once enters the first letter on the key, pressing a key twice quickly enters the second letter, and so on, similar to an old-style mobile phone keypad.

To enter a dash, press the **F4/-** key. To enter a space, press the **F5/SP** key. Various punctuation marks can also be entered using the **1/@** key in upper or lower case mode.

Battery Status Icon

The battery icon at the top right of the screen can show five states.



This icon means that the terminal is in its cradle, and the cradle is connected to its power supply.



This icon shows that the battery is between approximately 75% and 100% charged.



The battery is between approx. 50% and 75% charged.



The battery is between approx. 25% and 50% charged.



The battery is between approx. 0% and 25% charged. You should stop using the terminal and charge the battery immediately.

Please note that the battery status icon is indicative only.

Battery Charging

When the terminal is put into its cradle, and the cradle is connected to a power supply, the terminal's battery will be charged. An indicator above the display shows charging status.

Orange The battery is being charged.

Red Flashing Charging is halted due to a battery pack error, or the surrounding temperature is out of the charging temperature range. Charging will begin again when the temperature returns to within the charging temperature range of approx 0°C to 40°C.

Green Battery charging is complete.

Power Saving and Auto Off

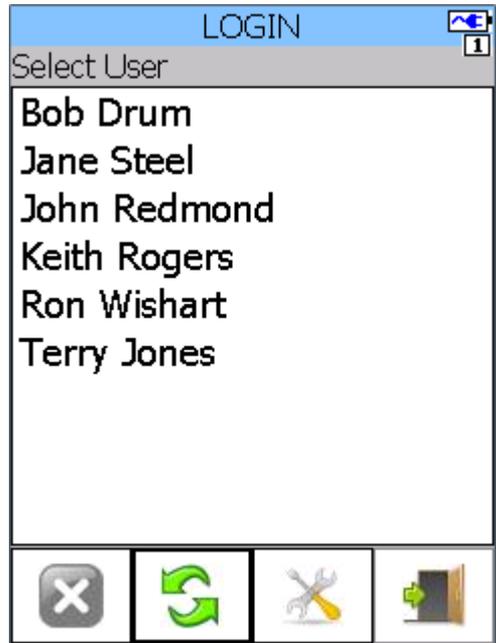
To conserve battery power when the terminal is not in active use, the Windows CE Operating System lowers the display brightness a preset amount of time, and then turns off after a further preset time. To restore the terminal to its prior state, just press the Power button briefly.

These battery saving functions are controlled by the Windows CE Power settings. We advise against changing any Windows CE settings.

Barcode Terminal Walkthrough

Login

The first time the barcode terminal program is started, or you select **Logout** from the **Main Menu**, the **Login screen** is displayed, as shown on the right.



Log in by tapping on your name, then tapping on the **Door button** at the bottom right of the screen, or by tapping on your name on the screen.

If your name does not appear on the screen, you will need to be added as an **Employee** in Ostendo, with your **Department Code** set to **WAREHOUSE**.



To update this screen after changing employee details in Ostendo, tap on the **Refresh button** at the bottom of the screen.



The **Close button** (shown on the left) exits from the program back to the Windows Desktop.

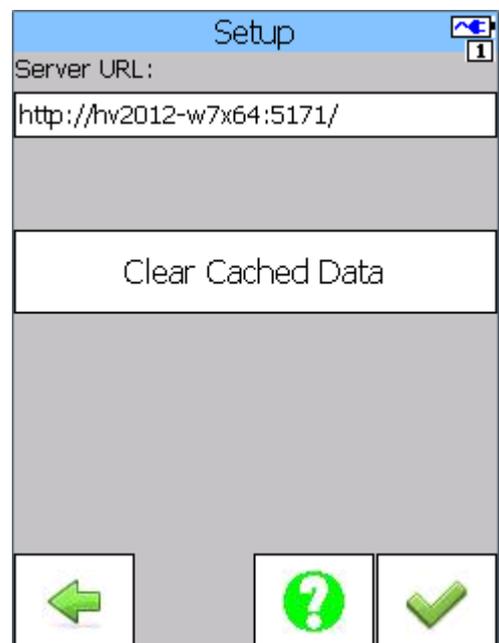


The **Configuration button** opens a Setup screen where you can configure the server URL, or clear the data cache.

The **Clear Cached Data** button will delete any partially completed pickings, employees, locations, and orders.

Please see the **Setup** section on page 50 for more information on the Setup screen.

Tap the green arrow button at the bottom left to return to the Login screen.



Main Menu

After you've logged on, the **Main Menu** will be displayed, as shown on the right.

The ASPluris **Main Menu** allows you to select the function that you want to perform.

In the yellow section near the top left, the name of the currently logged in user is displayed. If this is not your name, tap on the **Logout** menu item to return to the Login screen and select your name.



MAIN MENU	
Current User: Bob Drum	
Dispatch Dispatch a sales order	>
Receive Receive a purchase order	>
Transfer Transfer items	>
Adjust Stock Adjust an item quantity	>
Logout Logout	<
Barcode Test Test barcode scanning	>
About Show application information	>

Note that the **Main Menu** shown on the right above does not show all of the available ASPluris menu items – if there are more items than can be shown on the screen at once, there will be a scroll bar on the right that you can slide up and down to display the other menu items.

At the top right of this and every other screen, there are two icons – the top icon shows the battery level, and whether the terminal is being charged – see **Battery Status Icon** on page 3. Below the battery icon, another icon shows the current keyboard state – see **The Barcode Terminal keypad** on page 2 for more details.



The functions displayed on the **Main Menu** will depend on which ASPluris modules you are licensed to use.

Note that the **Adjust Stock**, **Logout**, **Barcode Test**, and **About** menu items will always appear, regardless of which other modules are installed.

Each of the available ASPluris functions is described in the following sections of this manual.

Dispatch Menu (optional module)

Selecting **Dispatch** from the **Main Menu** opens the **Dispatch Menu**, as shown on the right.

From this menu, you can select **Consolidate**, **Pick & Pack** or **Scan Pack**, or exit back to the **Main Menu**.

Note that the **Consolidate** function is an optional add-on to the **Dispatch** module.



Consolidate (optional Dispatch add-on)

This optional function is used to consolidate all open orders into a single “super” order, which can then all be picked at once and moved to a pre-determined location. Then, the **Pick & Pack** function can be used to pick the orders from that pre-defined location.

Where the same items are required for several orders, consolidating the orders can increase efficiency by allowing all of the items to be picked at once and temporarily stored in a single location, from where the individual orders can then be picked.

When **Consolidate** is selected from the Dispatch Menu, the terminal program has to scan through the Ostendo database to find all open orders, and then combine them. This may take some time, so the terminal program displays the message on the right while consolidating.

Loading data for consolidation.
Please wait...

Once the consolidation is ready, the screen on the right is shown, which displays a list of all items that need to be picked, sorted by the Ostendo **Location Sequence**.

For each item, the first (blue) line shows the **Item Code** (5000-1011 for the first item on the example screen). On the left (in orange), the total **Quantity** of this item that needs to be picked is shown (1 in this example). Below that (in blue), the **Quantity Already Picked** (0) versus the **Quantity Required** (1) is displayed as 0/1.

CONSOLIDATION PICK	
Enter/Scan Item Barcode	
5000-1011	
1	Primary (3)
0/1	
5000-1251	
2	Primary (2)
0/2	
5000-2001	
1	Primary (23)
0/1	

Navigation icons: List, Refresh, Show All, Confirm

The green area for each item shows one or two **Locations** where this item is available, sorted by the Ostendo **Location Sequence**. The number in brackets after the location name is the quantity of that item in that location.

The Consolidate screen buttons

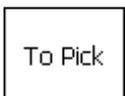
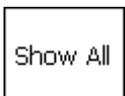
The buttons along the bottom of this screen are, from left to right, **Menu**, **Update Ostendo**, **Show All/To Pick**, and **Select**.



The **Menu** button opens a menu that allows various functions to be performed. This menu is described in the next section.



While the consolidated order is being picked, the picking information is stored in the terminal. When the picking is completed, the picking information is sent to Ostendo. By tapping the **Update Ostendo** button, you can force the picking information to be sent to Ostendo at any time. This could be used, for example, if a picking operation could not be completed for some reason, or if the user was deliberately only picking one section or category of the consolidated order.



The **Show All/To Pick** button swaps between displaying all items in the order (even those already picked), or showing only those items that still need to be picked. The label on this button shows what will be displayed after you tap the button, rather than what the screen is already showing.



The **Select** button selects the currently highlighted item so that the quantity picked can be entered.

The Consolidate screen Menu button

Tapping the **Menu** button at the bottom right of the **Consolidate** screen opens the screen shown on the right.

The **Hide Line** function hides the currently selected line item. You might use this function, for example, because you could not find the item. Once hidden, an item can only be viewed again by tapping the Show All button (described above).

The **Reset Line** function resets the **Quantity Already Picked** value back to zero for the currently selected line item. You will need to pick this item again.

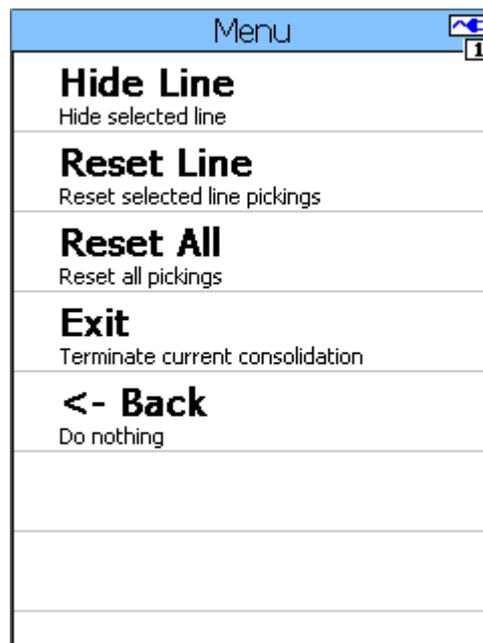
The **Reset Order** function resets the **Quantity Already Picked** value back to zero for all items in the consolidated order. You will need to pick all items again.

The **Exit** function quits the current picking operation and returns you to the **Main Menu**. Any picking you have already done for the consolidated order is saved, and you can return to the order later.

The **<- Back** function simply takes you back to the previous screen.



Please note that if you have already used the **Update Ostendo** button to save part of the picking operation for the consolidated order, the **Reset Line** and **Reset Order** functions will only affect picking you have done *since* using the **Update Ostendo** button. Any picking details already updated cannot be changed.



Pick & Pack

Selecting the **Pick & Pack** function from the **Dispatch Menu** opens the screen on the right, which display a list of dispatch orders that are ready to be picked.

The terminal screen may briefly display a “**Loading orders**” message while it’s downloading the dispatch orders from Ostendo.

To select an order to Pick & Pack, tap on the order on this screen.

In some configurations, you will be prompted to print carton labels once you have selected an order. See ***The Print Carton Labels option*** on page 20 for more details.

The buttons along the bottom of this screen are, from left to right, **Back**, **Refresh**, and **Select**.



To select a dispatch order for picking, you can either tap once on the order and then tap on the green “tick” **Select** button, or tap on the order in the main area of the screen.



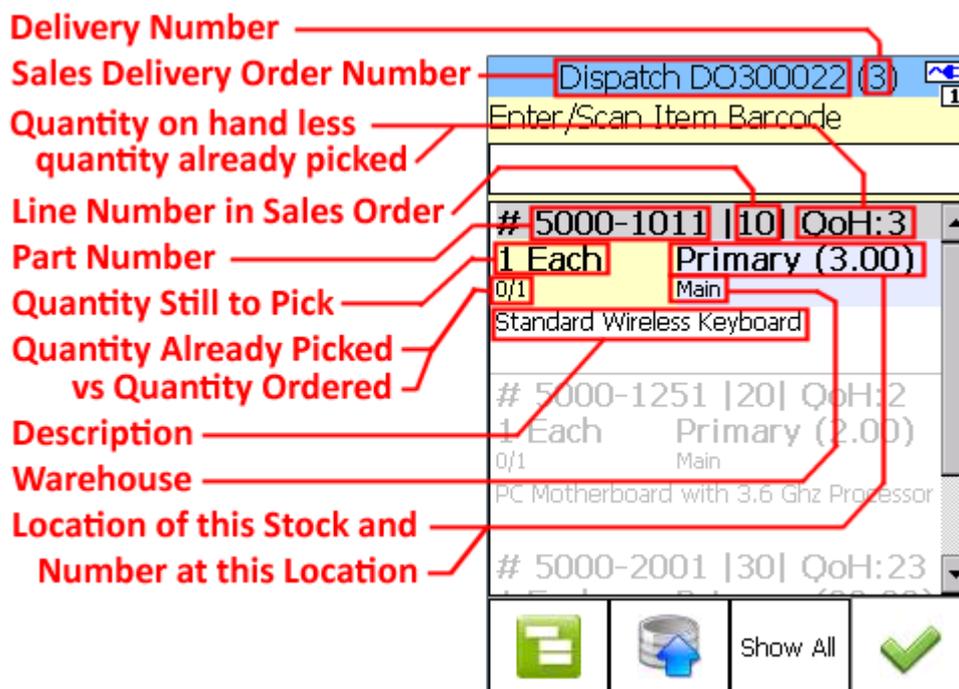
To exit from this screen back to the Main Menu, tap on the **Back** button (the one with the green arrow).



Tap the **Refresh** button to update this screen from Ostendo, so that you can be sure you are viewing the most up to date data.

The Pick & Pack screen

Once you've selected a Delivery Order to pick and pack from the previous screen, a list of the items that need to be picked for this dispatch order is displayed, as shown in the annotated screen image below.



For each item, the first line shows the **Item Code** (5000-1011 for the first item on the example screen), followed by the **Dispatch Order Line Number** (the 10 between the vertical lines on the example screen above), followed by the **Quantity on Hand less the number already picked**.

```
# 5000-1011 |10| QoH:3
1 Each Primary (3.00)
0/1 Main
Standard Wireless Keyboard
```

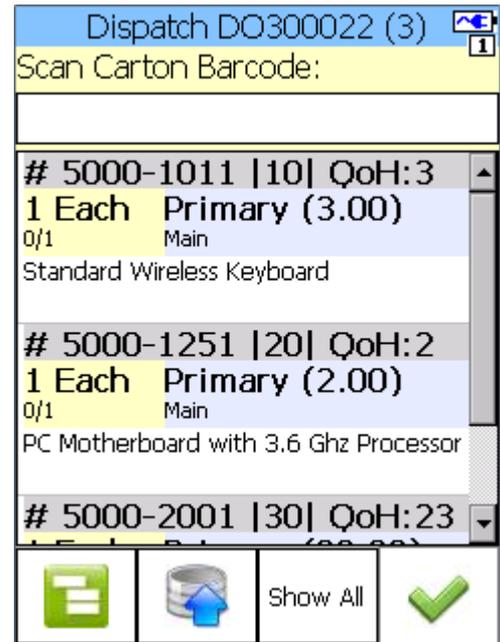
The second line begins with the **Quantity still to be picked** and the **Unit of Measurement** (1 Each in the example above), followed by the **Location** (Primary in the example), followed by the available **Quantity** in that location in brackets (3.00 in the example).

On the third line, the **Quantity Already Picked** (0) versus the **Quantity Ordered** (1) is displayed as 0/1 on the left, then the **Warehouse Location** (Main in the example).

The final one or two lines display the **Description** of the item.

The Pick & Pack Carton Scan Labels option

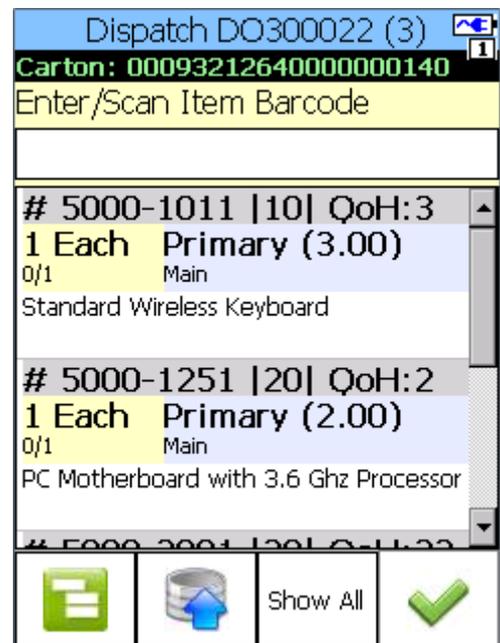
If the `Dispatch_UseCartonLabels` option in the `[DISPATCH]` section of the `ASPluris.config` file is set to `True`, you will be prompted to scan a carton label before scanning items, as shown on the right.



After you've scanned a carton label, that carton label will be displayed at the top of the otherwise standard Pick & Pack screen, as shown on the right.

All the items that you pick must be placed in the currently selected carton.

When the current carton is full, just scan the next carton barcode into the **Enter/Scan Item Barcode** field. The carton number at the top will be updated, and you can then start placing your picked items into the new carton.



The Pick & Pack screen buttons

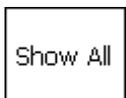
The buttons along the bottom of the Pick & Pack screen are, from left to right, **Menu**, **Update Ostendo**, **Show All/To Pick**, and **Select**.



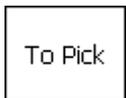
The **Menu** button opens a menu that allows various functions to be performed. This menu is described at the end of this section.



While an order is being picked, the picking information is stored in the terminal. When the order is completed, the picking information is sent to Ostendo. By tapping the **Update Ostendo** button, you can force the picking information to be sent to Ostendo at any time. This could be used, for example, if a picking operation could not be completed for some reason, or if the user was deliberately only picking one section or category of the order.



The **Show All/To Pick** button swaps between displaying all items in the order (even those already picked), or showing only those items that still need to be picked. The label on this button shows what will be displayed after you tap the button, rather than what the screen is already showing.



The **Select** button selects the currently highlighted item so that the quantity picked can be entered.

If the quantity to be picked is different from the unit measurement, other information will be displayed on this line.

Picking an item

To actually pick an item from the **Pick & Pack** screen, you can either scan or type in its barcode, or tap on the item on the screen, using the scroll bar on the right to locate the item in the list.

The Pick & Pack Manual Entry screen

Note that when you scan or manually enter the barcode label of an item, the quantity is set by the barcode, so you will not be prompted to enter a quantity, so you won't see the screen below.

If you tap on an item on the **Pick & Pack** screen, you will be prompted to enter a location and a quantity, as shown on the right.

The first line of this example screen shows a Location that the item is being picked from, which must be scanned or entered by the user – see **Selecting a location** on the next page.

The second and third lines show the item part number and description.

The next line shows the quantity of this item that has already been picked versus the quantity order (0/1 in this example screen), followed by the **Quantity on Hand (QoH) less the number already picked**.

The next line is where you manually type in the **Quantity** that you have picked. The right of this line shows the **Unit of Measure** for this item – **each** in this example.

You can type in the quantity picked using the terminal's keypad.

Note that If you try to enter a quantity greater than has been ordered, an error message screen will be displayed, and the quantity will not be recorded. Similarly, if you try to enter a quantity greater than is available on hand, an error message screen will be displayed, and the quantity will not be recorded.

If this item is configured in Ostendo as having an **Expiry Date**, or a **Serial Number**, or a **Batch Number**, **Colour**, **Grade**, **Size**, etc, or any combination of those options, this screen will prompt you to enter values for those options.

Once you have entered the quantity picked, and any option information required, tap on the green “tick” **Select** button to finish the entry. You will then be returned to the **Pick & Pack** screen, where you can pick further items.

The screenshot shows a terminal screen titled "ITEM DETAILS". The first line is "Location:" followed by a yellow input field containing a colon ":". The second line is "5000-1011 Standard Wireless Keyboard". The third line is "0/1 QoH:3 Each". The fourth line is "Qty:" followed by a white input field containing "1" and a green button labeled "Each". At the bottom, there is a navigation bar with four icons: a green left arrow, a list icon with numbers 1, 2, and 3, a 3D cube icon, and a green checkmark icon.



Once you have picked the correct quantity of each item, that item will be removed from the list of items to be picked, and you will be returned to the **Pick & Pack** screen.

Once all items on the Dispatch Order have been picked, the order will be submitted automatically, and you will be returned to the **Select Order** screen.

Selecting a location

Tap on the yellow **Location** field on the **Item Details** screen (shown on the previous page) to open the screen shown on the right.

From this screen, you can scan or enter a Location barcode, or tap on the **Pick** button to manually select the **Warehouse** and the **Location** from drop-down lists, as shown on the second screen below.

Depending on which part of the scanner program you're in, either all Warehouses and Locations will be listed for selection, or only those Warehouses or locations where stock is available will be listed.

The Pick & Pack Manual Entry Screen buttons

The buttons along the bottom of this screen are, from left to right, **Back**, **View Pickings**, **View Inventory**, and **Select**.



To exit from the **Item Details** screen back to the **Pick & Pack** screen without making any changes, tap on the **Back** button (the one with the green arrow).



To display a history of the pickings that have been performed on this terminal for the current item for the current order, tap on the **View Pickings** button.



To display a list of all locations that hold stock of the currently selected item, tap on the **View Inventory** button. You might use this function if the current location does not contain enough stock of the current item to fulfil the current order.



To finish this transaction and entry and return to the **Pick & Pack** screen, tap the **Select** button.

The Pick & Pack screen Menu button



Tapping the **Menu** button at the bottom right of the **Pick & Pack** screen opens the screen shown on the right.

The **Complete Line** function marks the currently selected line item as finished, even if you were not able to pick the required quantity (for example, because there was not enough stock). Ostendo will put the remaining quantity on back order.

The **Reset Line** function resets the **Quantity Already Picked** value back to zero for the currently selected line item. You will need to pick this item again.

The **Reset Order** function resets the **Quantity Already Picked** value back to zero for all items in the current order. You will need to pick all items again.

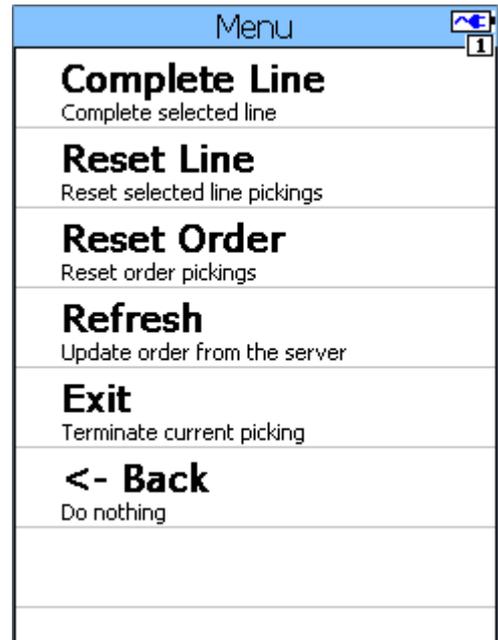
The **Refresh** function updates this Dispatch order from Ostendo, so that you can be sure you are viewing the most up to date data.

The **Exit** function quits the current picking operation and returns you to the **Select Delivery Order** screen, where you can select a different order. Any picking you have already done for the current order is saved, and you can return to that order later.

The **<- Back** function simply takes you back to the previous screen.



Please note that if you have already used the **Update Ostendo** button to save part of the picking operation for this order, the **Reset Line** and **Reset Order** functions will only affect picking you have done *since* using the **Update Ostendo** button. Any picking details already updated cannot be changed.



The Pick & Pack Item Details Inventory screen

Tapping the **View Inventory** button on the Manual Entry screen displays the screen on the right, which shows all locations that have stock of the current item.

In this example screen, there is only one location shown as holding stock - there are 3 items stored at location Primary. If this item was available at more than one location, the quantities and locations would be shown here.



The buttons along the bottom of this screen are, from left to right, **Back**, **Refresh**, and **Select**.



To exit from the **View Inventory** screen back to the previous screen, tap on the **Back** button (the one with the green arrow).



Tap the **Refresh** button to update this screen from Ostendo, so that you can be sure you are viewing the most up to date data.



The **Select** button also exits back to the previous screen.

The Print Carton Labels option

If the `Dispatch_PrintCartonLabels` option in the `[DISPATCH]` section of the `ASPluris.config` file is set to `True`, you will be prompted to print carton labels prior to picking. The **Print Carton Labels** screen is shown on the right.

The number of **Items** shown on this screen is the total number of items that need to be picked for this order.

The current version of the scanner program calculates the number of cartons, and therefore the **Number of Labels Required**, by assuming that ten items will fit in each carton.

You can print a different number of carton labels by changing the number in the **Enter Qty** field. This could be because the items are small and will fit into fewer cartons, or because the items are large and require more cartons.

Print Labels...

To print the carton labels, set the **Quantity**, then click on the **Print Labels...** button.

Note that when this option is set, you cannot proceed with picking until you print at least one label. However, if you have already partially picked this order, and therefore have already printed labels, you can skip printing more labels by tapping on the right-arrow button on the bottom right.



The **Number of Printed Labels** shows the number of labels that have already been printed for this order.



To exit from the **Print Carton Labels** screen back to the **Select Delivery Order** screen, tap on the **Back** button at the bottom left.

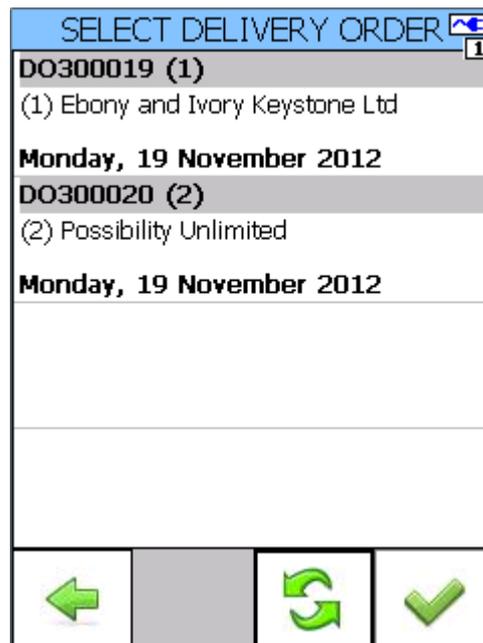
Labels are printed via the optional **ASPluris Label Printer** program – see page Error! Bookmark not defined. for more information.

Scan Pack (optional Dispatch add-on)

Selecting the optional **Scan Pack** function from the **Dispatch Menu** opens the screen on the right, which display a list of dispatch orders that are ready to be picked.

The terminal screen may briefly display a “**Loading orders**” message while it’s downloading the dispatch orders from Ostendo.

To select an order to Scan Pack, tap on the order on this screen.



The buttons along the bottom of this screen are, from left to right, **Back**, **Refresh**, and **Select**.



To exit from the **View Inventory** screen back to the previous screen, tap on the **Back** button (the one with the green arrow).



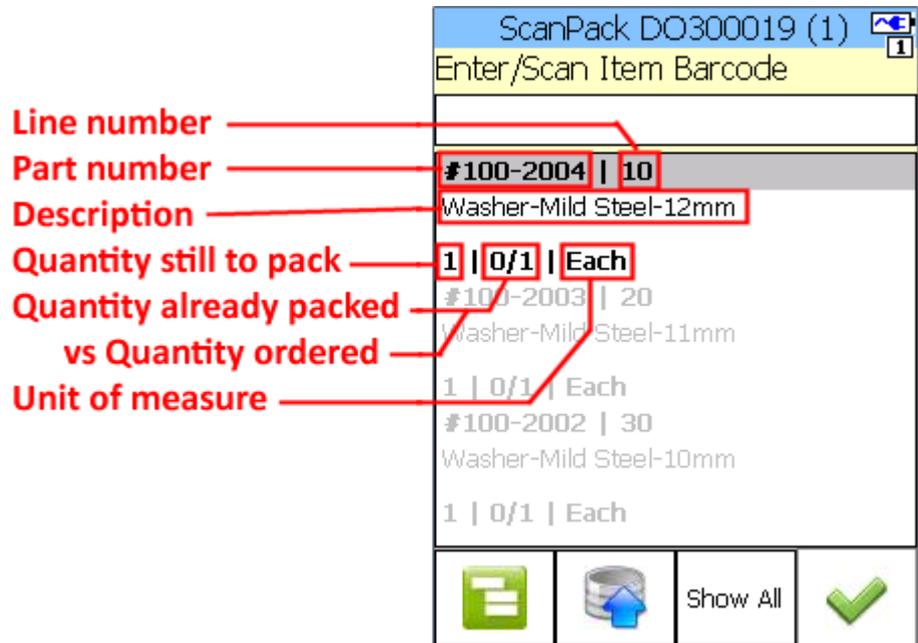
Tap the **Refresh** button to update this screen from Ostendo, so that you can be sure you are viewing the most up to date data.



The **Select** button also exits back to the previous screen.

The Scan Pack screen

Once you've selected a Delivery Order to Scan Pack from the previous screen, a list of the items that need to be picked for this dispatch order is displayed, as shown in the annotated screen image below.



For each item, the first line shows the **Part Number** (100-2004 for the first item on the example screen), followed by the **Dispatch Order Line Number** (the 10 between the vertical lines on the example screen above).

The next one or two lines display the **Description** of the item.

On the final line, the **Quantity Still To Pack** (1) is shown first. Then, the **Quantity Already Packed** (0) versus the **Quantity Ordered** (1) is displayed as 0/1 on the left, followed by the **Unit Of Measure** (Each in the example).

Note that this screen normally shows all items on the selected Delivery Order, with a scroll bar if necessary, but all except the first item have been greyed out for clarity in the annotated screen above.

Picking an item

To actually pick an item from the **Scan Pack** screen, you can either scan or type in its barcode, or tap on the item on the screen, using the scroll bar on the right to locate the item in the list.

The Scan Pack Manual Entry screen

Note that when you scan or manually enter the barcode label of an item, the quantity is set by the barcode, so you will not be prompted to enter a quantity, so you won't see the screen below.

If you tap on an item on the **Scan Pack** screen, you will be prompted to enter a quantity, as shown on the right.

Note that you do not need to enter a location - the first line of this example screen shows the Location set to **<IGNORE>**, because it isn't used in Scan Pack.

The second and third lines show the item part number and description.

The next line shows the quantity of this item that has already been picked versus the quantity ordered (**0/1** in this example screen).

The next line is where you manually type in the **Quantity** that you have picked. The right of this line shows the **Unit of Measure** for this item – **each** in this example.

You can type in the quantity picked using the terminal's keypad.

Note that if you try to enter a quantity greater than has been ordered, an error message screen will be displayed, and the quantity will not be recorded. Similarly, if you try to enter a quantity greater than is available on hand, an error message screen will be displayed, and the quantity will not be recorded.

If this item is configured in Ostendo as having an **Expiry Date**, or a **Serial Number**, or a **Batch Number**, **Colour**, **Grade**, **Size**, etc, or any combination of those options, this screen will prompt you to enter values for those options.

Once you have entered the quantity picked, and any option information required, tap on the green "tick" **Select** button to finish the entry. You will then be returned to the **Scan Pack** screen, where you can pick further items.

ITEM DETAILS	
Location:	<IGNORE> :
100-2004	Washer-Mild Steel-12mm
0/1	
Qty:	Each



Once you have picked the correct quantity of each item, that item will be removed from the list of items to be picked, and you will be returned to the **Scan Pack** screen.

Once all items on the Dispatch Order have been picked, the order will be submitted automatically, and you will be returned to the Scan Pack **Select Order** screen.

The Scan Pack Manual Entry Screen buttons

The buttons along the bottom of this screen are, from left to right, **Back**, **View Pickings**, **View Inventory**, and **Select**.



To exit from the **Item Details** screen back to the **Dispatch Order** screen without making any changes, tap on the **Back** button (the one with the green arrow).



To display a history of the pickings that have been performed on this terminal for the current item for the current order, tap on the **View Pickings** button.



To display a list of all locations that hold stock of the currently selected item, tap on the **View Inventory** button. You might use this function if the current location does not contain enough stock of the current item to fulfil the current order.



To finish this transaction and entry and return to the **Scan Pack** screen, tap the **Select** button.

Receive Menu (optional module)

Selecting **Receive** from the **Main Menu** opens the **Receive Menu**, as shown on the right.

From this menu, you can select **Receive** or **Put Away**, or exit back to the **Main Menu**.

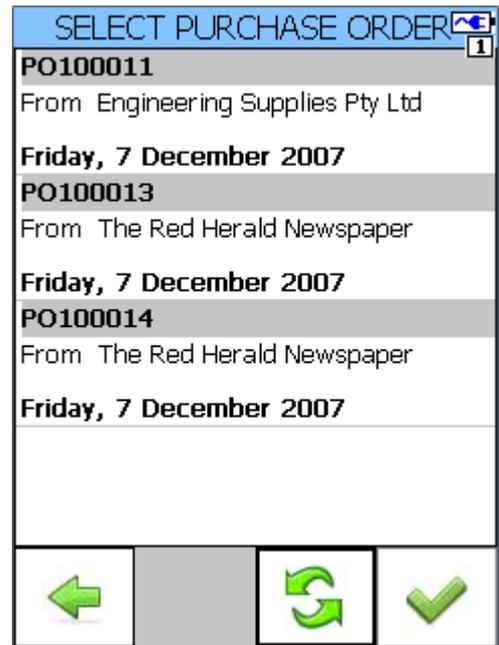


Receive

Selecting the **Receive** function from the **Receive Menu** opens the screen on the right, which display a list of purchase orders that have been placed. Each order starts with the purchase order number, and ends with the date that the order was created.

The terminal screen may briefly display a “**Refreshing orders**” message while it’s downloading the purchase orders from Ostendo.

The buttons along the bottom of this screen are, from left to right, **Back**, **Refresh**, and **Select**.



To select an order for receiving, you can either tap once on the order and then tap on the green “tick” **Select** button, or tap on the order in the main area of the screen.



To exit from this screen back to the Main Menu, tap on the **Back** button (the one with the green arrow).



Tap the **Refresh** button to update this screen from Ostendo, so that you can be sure you are viewing the most up to date data.

The main Receive Order screen

The screen will now display a list of the items that need to be received for this purchase order, as shown in the annotated screen image below.

RECEIVE ORDER PO100011		
Enter/Scan Item Barcode		
#100-2002	10	(1998.00)
Washer-Mild Steel-10mm		
2000	0/2000	Each
#100-2004	20	(1989.00)
Washer-Mild Steel-12mm		
2000	0/2000	Each
#100-2006	30	(2000.00)
Washer-Mild Steel-14mm		
2000	0/2000	Each

For each item, the first line shows the **Item Code** (100-2002 for the first item on the example screen), followed by the **Purchase Order Line Number** (the 10 after the @ symbol in the example screen above).

#MESSAGE @ 30	(86353.28)
Sampling case of other products	
1	0/1 Each

The next one or two lines display the **Description** of the item.

The bottom line begins with the **Quantity still to be picked** (2000 in the example above), followed by the **Quantity Already Picked** (0) versus the **Quantity Ordered** (2000), displayed as **0/2000**, followed by the **Unit of Measurement** (Each in the example).

Note that this screen normally shows all items on the selected Purchase Order, with a scroll bar if necessary, but all except the first item have been greyed out for clarity in the annotated screen above.

The Receive Order screen buttons

The buttons along the bottom of this screen are, from left to right, **Menu**, **Update Ostendo**, **Show All/To Pick**, and **Select**.



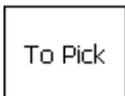
The **Menu** button opens a menu that allows various functions to be performed. This menu is described at the end of this section.



While items are being received, the item information is stored in the terminal. When the order is finished being received, the item information is sent to Ostendo. By tapping the **Update Ostendo** button, you can force the information to be sent to Ostendo at any time. This could be used, for example, if a receiving operation could not be completed for some reason, or if the user was deliberately only receiving one section or category of the purchase order.



The **Show All/To Pick** button swaps between displaying all items in the order (even those already received), or showing only those items that have not yet been received. The label on this button shows what will be displayed after you tap the button, rather than what the screen is already showing.



The **Select** button selects the currently highlighted item so that the quantity received can be entered.

If the quantity to be received is different from the unit measurement, other information will be displayed on this line.

To receive an item from the **Receive Order** screen, you can either scan or type in its barcode, or tap on the item on the screen, using the scroll bar on the right to locate the item in the list.

The Receive Order screen Menu button



Tapping the **Menu** button at the bottom right of the **Receive Order** screen opens the screen shown on the right.

The **Complete Line** function allows you to mark the currently selected line item as finished, even if you did not receive the required quantity. This allows you to complete the order even if all the items have not been received.

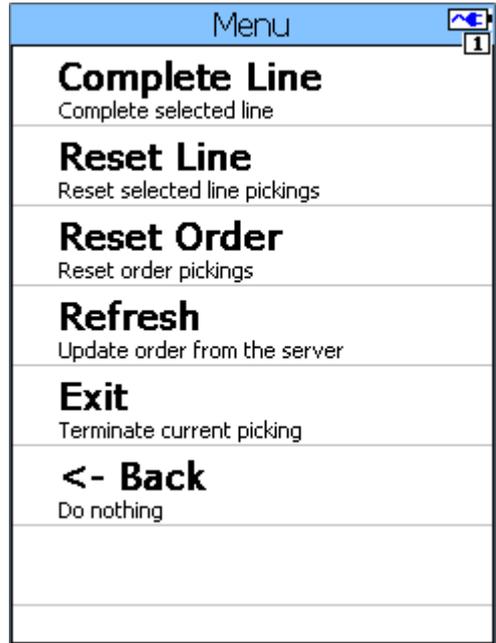
The **Reset Line** function resets the **Quantity Already Received** value back to zero for the currently selected line item. You will need to receive this item again.

The **Reset Order** function resets the **Quantity Already Received** value back to zero for all items in the current order. You will need to receive all items again.

The **Refresh** function updates this purchase order from Ostendo, so that you can be sure you are viewing the most up to date data.

The **Exit** function quits the current receive operation and returns you to the **Select Purchase Order** screen, where you can select a different order. Any receipts you have already done for the current order are saved, and you can return to the order later.

The **<- Back** function simply takes you back to the previous screen.



Please note that if you have already used the **Update Ostendo** button to save part of the receiving operation for this order, the **Reset Line** and **Reset Order** functions will only affect receiving you have done *since* using the **Update Ostendo** button. Any receiving details already updated cannot be changed.

The Receive Order Manual Entry screen

Note that when you scan or manually enter the barcode label of an item, the quantity is set by the barcode, so you will not be prompted to enter a quantity, so you won't see the screen below.

If you tap on an item on the **Receive Order** screen, you will be prompted to enter a quantity, as shown on the right.

In this example screen, a default receiving location has been set, so you do not need to enter a location. To change the location, tap on the yellow Location field. See **Selecting a location** on page 16 for more details.

The second and third lines show the item part number and description.

The next line shows the quantity of this item that has already been received versus the quantity on the purchase order (**0/2000** in this example screen).

The next line is where you manually type in the **Quantity** that you have picked. The right of this line shows the **Unit of Measure** for this item – **each** in this example.

You can type in the quantity picked using the terminal's keypad.

Note that if you try to enter a quantity greater than has been ordered, an error message screen will be displayed, and the quantity will not be recorded.

If this item is configured in Ostendo as having an **Expiry Date**, or a **Serial Number**, or a **Batch Number**, **Colour**, **Grade**, **Size**, etc, or any combination of those options, this screen will prompt you to enter values for those options.

Once you have entered the quantity received, and any option information required, tap on the green "tick" **Select** button to finish the entry. You will then be returned to the **Receive Order** screen, where you can receive further items.

ITEM DETAILS	
Location:	Main : R0001
100-2002	Washer-Mild Steel-10mm
0/2000	QoH:1998 Each
Qty:	Each



Once you have received the correct quantity of each item, that item will be removed from the list of items to be received, and you will be returned to the **Receive Order** screen.

Once all items on the Purchase Order have been picked, the order will be submitted automatically, and you will be returned to the Receive Order **Select Order** screen.

The Receive Order Manual Entry Screen buttons

The buttons along the bottom of this screen are, from left to right, **Back**, **View Received**, **View Inventory**, and **Select**.



To exit from the **Item Details** screen back to the **Receive Order** screen without making any changes, tap on the **Back** button (the one with the green arrow).



To display a history of the receive operations that have been performed on this terminal for the current item for the current order, tap on the **View Received** button.



To display a list of all locations that hold stock of the currently selected item, tap on the **View Inventory** button. You might use this function if the current location does not contain enough room to store all of the current item that have been received on the current order.

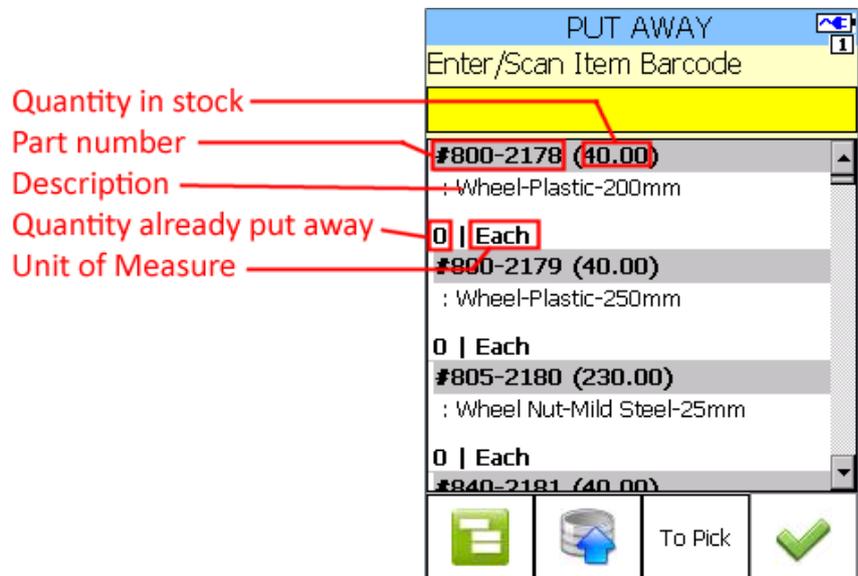


To finish this transaction and entry and return to the **Receive Order** screen, tap the **Select** button.

Put Away

Selecting the **Put Away** function from the **Receive Menu** opens a screen showing the items that can be put away as shown in the annotated screen image below.

The terminal screen may briefly display a “**Downloading Put Away Items**” message while it’s collecting the data from Ostendo.



Note that ASPluris knows where these items are located, because they have been received using the **Receive** function, so you don’t need to enter their location.

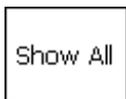
The buttons along the bottom of this screen are, from left to right, **Menu**, **Update Ostendo**, **Show All/To Pick**, and **Select**.



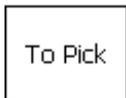
The **Menu** button opens a menu that allows various functions to be performed. This menu is described at the end of this section.



While items are being put away, the transaction data is stored in the terminal. When the put away operation is completed, the data is sent to Ostendo. By tapping the **Update Ostendo** button, you can force the information to be sent to Ostendo at any time. This could be used if a put away operation could not be completed for some reason.



The **Show All/To Pick** button swaps between displaying all items to be put away (even those already put away), or showing only those items that have not yet been put away. Note that the label on this button shows what will be displayed after you tap the button, rather than what the screen is already showing.



The **Select** button selects the currently highlighted item so that the quantity put away and the location can be entered.

The main Put Away screen

The main Put Away screen displays a list of the items that need to be put away, as shown in the annotated screen image on the previous page.

For each item, the first line shows the **Item Code** (**800-2178** for the first item on the example screen), followed



by the **Quantity on hand** (the **40.00** in the brackets in the example screen above).

The next one or two lines display the **Description** of the item.

The bottom line begins with the **Quantity already put away** (**0** in the example above), followed by the **Unit of Measurement** (**Each** in the example).

Putting away an item

To actually put away an item from the **Put Away** screen, you can either scan or type in its barcode, or tap on the item on the screen, using the scroll bar on the right to locate the item in the list.

The Put Away manual entry screen

Note that when you scan or manually enter the barcode label of an item, the quantity is set by the barcode, so you will not be prompted to enter a quantity, so you won't see the screen below.

If you tap on an item on the **Put Away** screen, you will be prompted to enter a **Location** and a **Quantity**, on a screen as shown on the right.

You can scan or select the location where you want to put away this item to in the first field on this screen. To set the location, tap in the white Location field at the top of the screen. See **Selecting a location** on page 16 for more details.

The second and third lines show the item part number and description of this item.

The next line shows the quantity of this item that has already been put away versus the quantity available to put away (**0/40** in this example screen), followed by the **Quantity on Hand (QoH)**.

The next line is where you manually type in the **Quantity** that you are putting away. The right of this line shows the **Unit of Measure** for this item – **each** in this example.

You can type in the quantity put away using the terminal's keypad.



Note that If you try to enter a quantity greater than the number of items available to put away, an error message screen will be displayed, and the quantity will not be recorded.

If this item is configured in Ostendo as having an **Expiry Date**, or a **Serial Number**, or a **Batch Number**, **Colour**, **Grade**, **Size**, etc, or any combination of those options, this screen will prompt you to enter values for those options.



Once you have entered the location and the quantity put away, and any option information required, tap on the green "tick" **Select** button to finish the entry. You will then be returned to the **Put Away** screen, where you can put away further items.

Once you have put away the correct quantity of each item, that item will be removed from the list of items to be put away, and you will be returned to the **Put Away** screen.

Once all items have been put away, the put away data will be submitted automatically, and you will be returned to the **Put Away** screen.

The Put Away manual entry screen buttons

The buttons along the bottom of this screen are, from left to right, **Back**, **View Pickings**, **View Inventory**, and **Select**.



To exit from the **Item Details** screen back to the **Put Away** screen without making any changes, tap on the **Back** button (the one with the green arrow).



To display a history of the put aways that have been performed on this terminal for the current item, tap on the **View Put Aways** button.



To display a list of all locations that hold stock of the currently selected item, tap on the **View Inventory** button.



To finish this transaction and entry and return to the **Put Away** screen, tap the **Select** button.

The main Put Away screen Menu button

Tapping the **Menu** button at the bottom right of the main **Put Away** screen opens the screen shown on the right.

The **Complete Line** function allows you to mark the currently selected line item as finished, even if you did not put away the total quantity. This allows you to complete the order even if all of the items have not been put away.

The **Reset Line** function resets the **Quantity Put Away** value back to zero for the currently selected item. You will need to put away this item again.

The **Reset Order** function resets the **Quantity Put Away** value back to zero for all items. You will need to put away all items again.

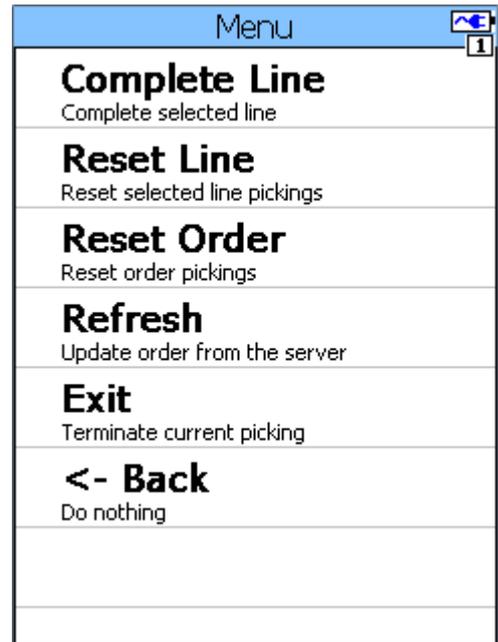
The **Refresh** function updates the put away details from Ostendo, so that you can be sure you are viewing the most up to date data.

The **Exit** function quits the current put away operation and returns you to the main **Put Away** screen. Any put aways that you have already done are saved, and you can return to this function later.

The **<- Back** function simply takes you back to the previous screen.



Please note that if you have already used the **Update Ostendo** button to save part of the put away operation for this order, the **Reset Line** and **Reset Order** functions will only affect items that you have put away *since* using the **Update Ostendo** button. Any put aways already updated cannot be changed.



Transfer all from a location

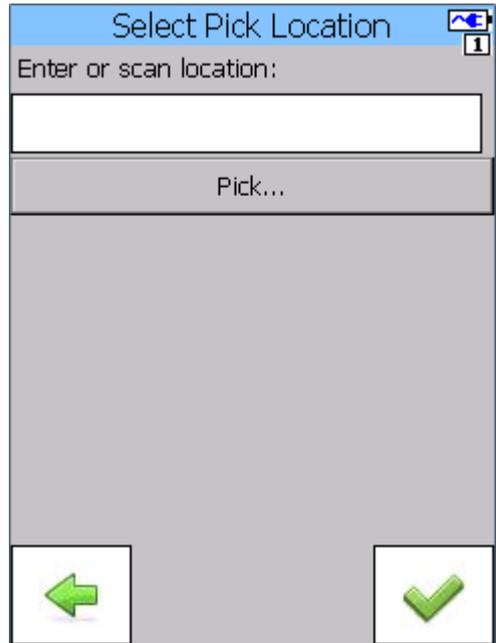
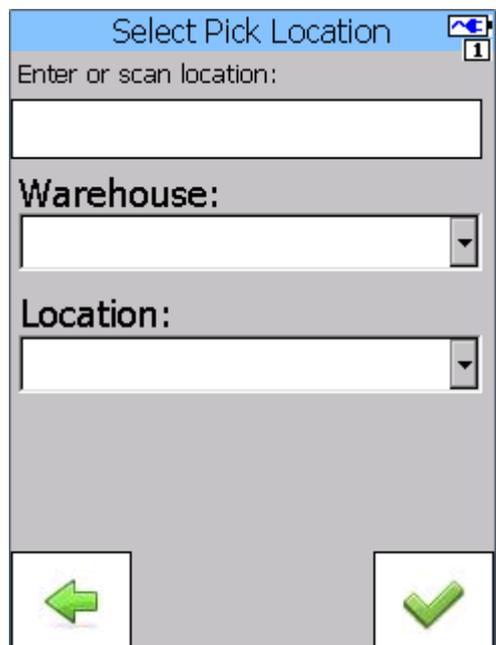
The **All from a location** function allows you to easily transfer everything from one location to another location or locations.

When you open this function from the Transfer Menu, it displays the screen on the right.

From this screen, you can scan or enter a Location barcode, or tap on the **Pick** button to manually select the **Warehouse** and the **Location** from drop-down lists, as shown on the second screen below.

Once you've selected a "source" location to transfer from, the program will select every item at that location and present it in a list, as shown on the next page.

The buttons along the bottom of this screen perform the same functions as elsewhere in the program – **Back** and **Select**.


To exit from this screen back to the Transfer Menu, tap on the **Back** button (the one with the green arrow).



Tap this green "tick" **Select** button to select the Warehouse and Location that you have entered or chosen from the drop-down lists.

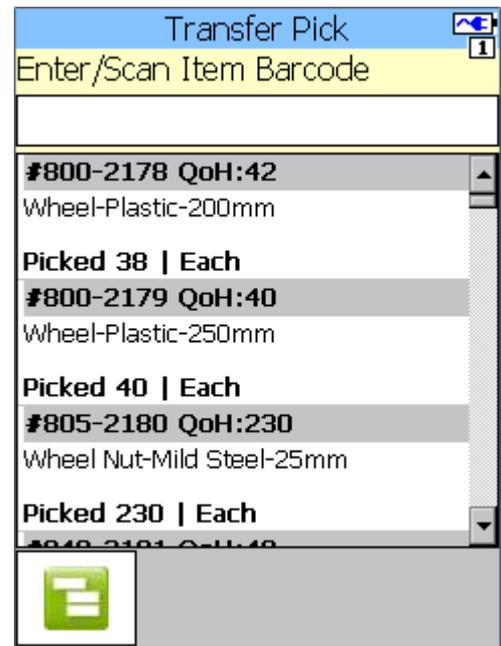
Once you've selected a location to transfer items from (the source location), the screen on the right is displayed.



Note that the items listed on this screen have all already been picked.

From this screen, you can scan or enter further items (from other locations, since everything in this location has already been selected).

Once you've selected everything you want to transfer, tap the Menu button at the bottom right of the screen to display the menu shown on the right below.



The Transfer all from a location menu

Tapping the **Menu** button at the bottom right of the main **Transfer All from a location** screen opens the menu shown on the right.

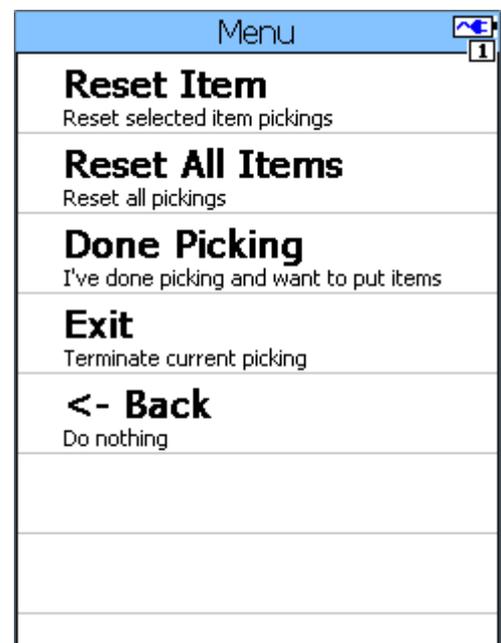
On this menu, the **Reset Item** function resets the **Quantity picked** value back to zero for the currently selected item. If no item is selected, an error message is displayed.

The **Reset All Items** function clears all items so that nothing at all is selected for transfer. A confirmation screen is displayed for this menu selection.

Select **Done Picking** to accept all items currently selected and prompt for a location to transfer them to.

The **Exit** function quits the current transfer operation and returns you to the main **Transfer** screen.

The **<- Back** function simply takes you back to the previous screen.



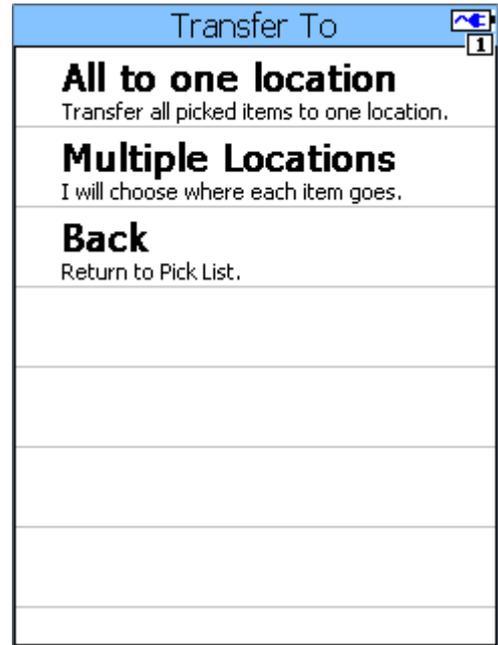
The Done Picking menu

Selecting **Done Picking** from the previous menu displays the new menu shown on the right, which allows you to select where you want to transfer the selected items to.

Select **All to one location** if you want to transfer all selected items to a single location – see below for details.

Alternatively, you can choose to transfer each separate item to a different location by selecting **Multiple Locations** from this menu – see the next page for more details.

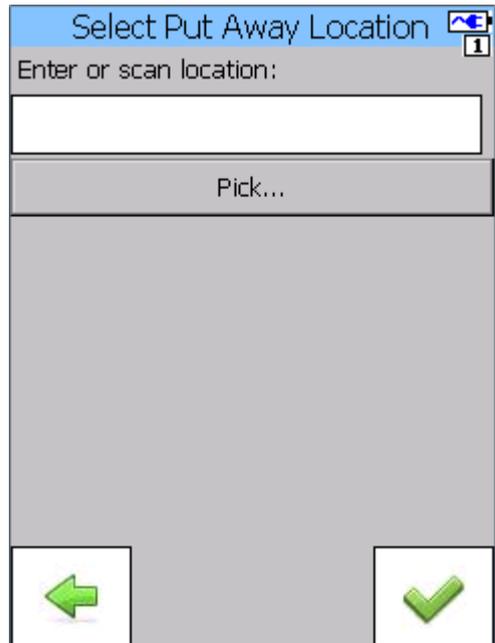
Finally, you can select **Back** to return to the previous screen.



Transfer all to one location

After selecting **All to one location** from the menu above, you will be prompted to select a location to transfer everything to (the “destination” location”).

You can either scan the barcode for a location, or tap on the Pick button to select a location from a list, as described on page 38.



To exit from this screen back to the **Transfer To** menu above, without transferring anything, tap on the **Back** button (the one with the green arrow).



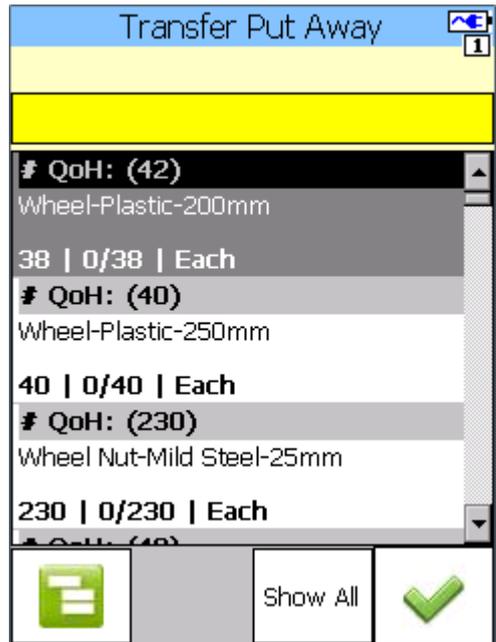
Tap this green “tick” **Select** button to select the Warehouse and Location that you have entered or chosen from the drop-down lists, and transfer all items to that location. A confirmation screen is displayed for this selection.

Transfer all to Multiple Locations

Selecting **Multiple Locations** from the **Done Picking** menu displays the screen shown on the right, which lists all of the items at the source location.

From this screen, you can scan or enter the barcode of an item, or tap on an item to transfer.

The screen on the next page will then be displayed, from where you can select the location and quantity to transfer.



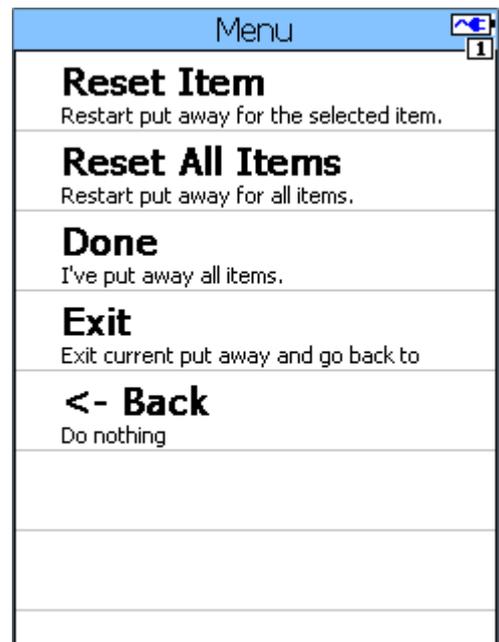
The **Select** button selects the currently highlighted item so that the quantity put away and the location can be entered.

Transfer all to Multiple Locations menu

Tapping the **Menu** button at the bottom right of the main **Transfer All to Multiple Locations** screen opens the menu shown on the right.

The **Reset Item** function resets the **Quantity** value back to zero for the currently selected item. If no item is selected, an error message is displayed.

The **Reset All Items** function clears all items so that nothing at all is selected for transfer. A confirmation screen is displayed for this menu selection.



Select **Done** to accept all items selected for transfer and prompt for a location to transfer them to, as shown on the previous page.

The **Exit** function quits the current transfer operation and returns you to the **Transfer To** screen, as shown at the top of page 40.

The **<- Back** function simply takes you back to the previous **Transfer Put Away** screen.

Transfer one of the items

Once you've chosen a single item to transfer, the screen shown on the right will be displayed.



Note that you must enter a **Location** where the item is being transferred to – just tap in the yellow **Location** field at the top of the screen. See page **38** for details.

Next, you need to enter a **Quantity** of this item that you want to transfer to the selected location.

The pale yellow section of this screen shows the quantity of items that have already been transferred.



Once you have entered the location and the quantity to transfer, tap on the green “tick” **Select** button to finish the entry. You will then be returned to the **Transfer to multiple locations** screen, where you can transfer further items.



To display a history of the transfers that have already been performed on this terminal for the current item, tap on the **View Transfers** button.



To display a list of all locations that already hold stock of the currently selected item, tap on the **View Inventory** button.



If you decide that you don't want to transfer this item, just tap on the **green “back” arrow** at the bottom left of the display to return to the previous **Transfer to multiple locations** screen.

Transfer individual items

Selecting **Transfer Individual Items** from the Transfer Menu (on page 37) opens the screen on the right, which allows you to transfer one or more individual items from one location to another.

Once you've scanned or entered an item, the second screen below is displayed, where you can enter the Location and then the Quantity of the item.

Note that the **QoH** (Quantity on Hand) is shown as **0** – this is because you haven't yet selected a location to transfer the item from.

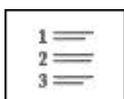
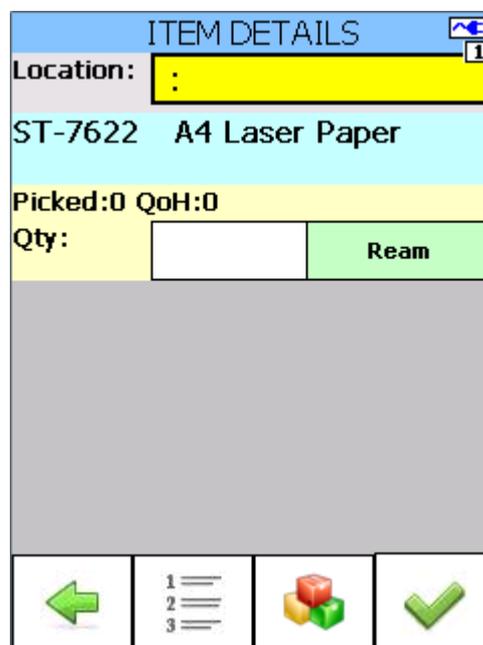
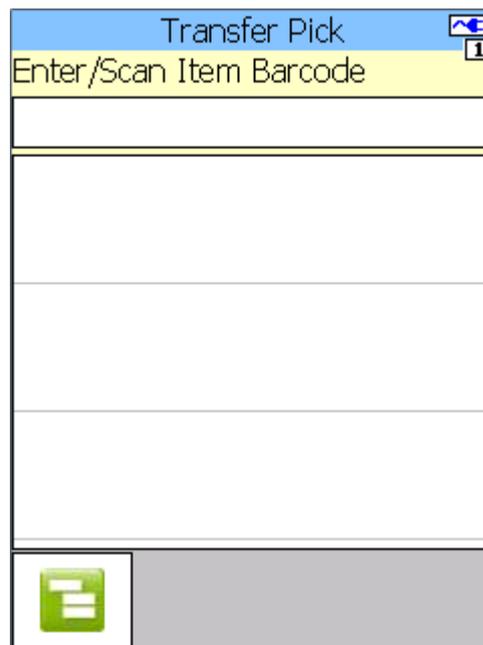
Enter the Location where the item is being transferred from by tapping in the yellow **Location** field at the top of the screen (see page 38). The **QoH** field will be updated to show the quantity at the selected location, and you can then enter the quantity that you want to transfer into the **Qty** field.

Once you have entered the location and the quantity to transfer, tap on the green "tick" **Select** button to finish the entry. You will be returned to the **first** screen above, and the items selected will be displayed in a list.

To show all transfers that have already been performed on this terminal for the current item, tap on the **View Transfers** button.

To display a list of all locations that hold stock of the currently selected item, tap on the **View Inventory** button.

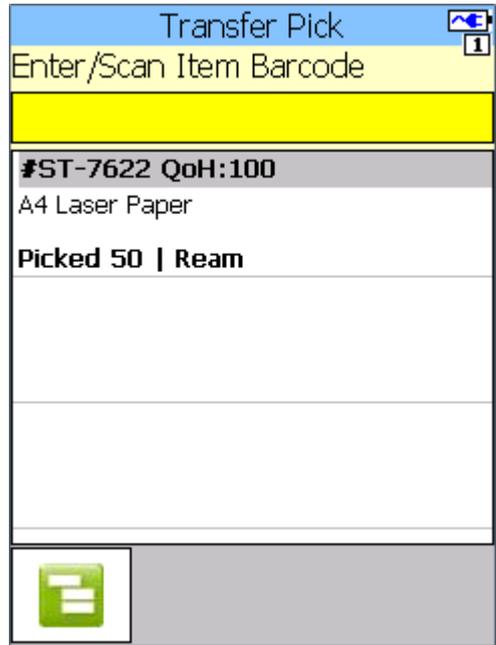
If you decide that you don't want to transfer this item, just tap on the **green "back" arrow** at the bottom left of the display to return to the first screen above.



After you select each item, the screen at the right will be displayed, which is the same as the screen at the top of the previous page except that the item(s) that you have selected are displayed in a list.

You can then scan or enter additional items to transfer.

Once you've selected all the individual items that you want to transfer, tap on the Menu button at the bottom left of the screen. This will open the menu screen on the right below.



The **Reset Item** function resets the **Quantity** value back to zero for the currently selected item. If no item is selected, an error message is displayed.

The **Reset All Items** function clears all items so that nothing at all is selected for transfer. A confirmation screen is displayed for this menu selection.

Select **Done Picking** to accept all items selected for transfer and prompt for a location to transfer them to. See *The Done Picking menu* on page 40 for more information.

The **Exit** function quits the current transfer operation and returns you to the **Transfer Pick** screen, as shown at the top of the previous page.

The **<- Back** function simply takes you back to the previous screen



Adjust Stock

Selecting the **Adjust Stock** function from the Main Menu opens the screen on the right, which allows you to adjust the quantity of stock items.

At this prompt, you can scan or enter an item's **barcode**, or enter the **item code**.



If you decide that you don't want to adjust a quantity, just tap on the **green "back" arrow** at the bottom left of the display to return to the Main Menu.

Once you've scanned or entered an item barcode or item code, the terminal will search the Ostendo database and display the details of that item. The screen may briefly show a "Searching" message, as shown above.

If the item is not in the database, an **"Item not found"** error message will be displayed.

After an item is scanned or entered, the screen on the right is displayed.

Initially, the pale yellow section of this screen shows the total **Quantity on Hand (QoH)**, which is the number of this item that the Ostendo database says is in stock in all locations.



Note that you must enter a Location – just tap in the **Location** field. See **Selecting a location** on page 16 for more details. Once you select a location, the pale yellow section of the screen changes to show the **QoH** in this specific location, and the **Total QoH** in all locations, as shown on the next page.

In the pale blue area of the screen, just above the **QoH** quantity, the item code and description are shown.

At the **Qty** prompt, you can type in the adjustment quantity of this item at this location.

The green box to the right of the **Qty** field shows the **Unit Measurement**. In the example screen, this is **each**, which means that the quantity specifies the number of individual items. If this item is also configured in Ostendo as also being stored in other quantities (for example, in cases of 24), you can change this unit of measurement to count cases or individual items.



For the purposes of this example, we've discovered that there are 38 200mm plastic wheels in this location instead of 36. So we need to type 2 into the **Qty** field and press Enter (since $36 + 2 = 38$), as shown on the example screen on the right below.

(Note that you can also enter a negative number at the **Qty** prompt if there were fewer items in this location than Ostendo showed.)

The screen now asks you to confirm that you want to add 2 to the inventory, and shows what the new quantity in this location will be (38) if you accept.

As you'd expect, tapping the **No button** returns you to the previous screen without adjusting the stock quantity so that you can enter a different adjustment quantity, while tapping the **Yes button** updates the quantity for the selected item.

The program now returns to the **Adjust Stock** screen to allow other items to be adjusted.

NO

YES

Logout

Selecting the **Logout** function from the Main Menu returns you to the Login screen, as shown on the right.

Log in by tapping on your name, then tapping on the **Door button** at the bottom right of the screen, or by tapping your name on the screen.

The **Login** screen is described in detail at the start of the *Barcode Terminal Walkthrough* on page 5.

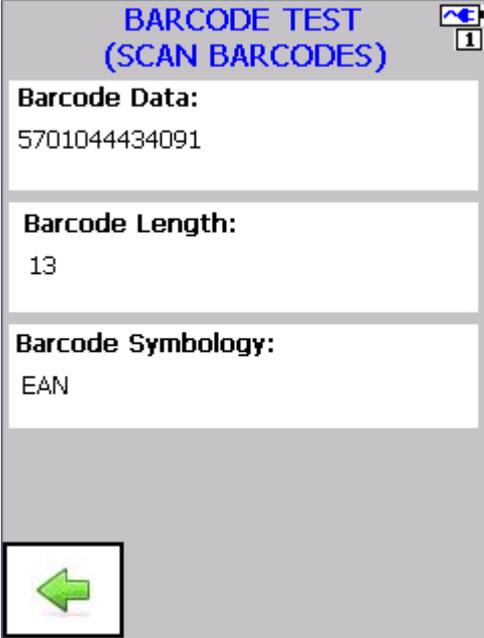


Barcode Test

Selecting the **Barcode Test** function from the Main Menu opens the screen on the right, where you can scan any barcode and display the barcode data, the length of the barcode, and the symbology.

This function is intended for test purposes, so that you can easily ensure that a barcode label is readable, and what it says, without having to scan the barcode into ASPluris.

You can also use this function to test any barcode rules that have been defined in the **ASPluris.config file**, as described on page Error! Bookmark not defined..



Barcode Test (SCAN BARCODES)

Barcode Data:
5701044434091

Barcode Length:
13

Barcode Symbology:
EAN

←



To return to the **Main Menu**, just tap the green “back” arrow button at the bottom left of the display.

About

Selecting the **About** function from the Main Menu opens the screen on the right, which displays the program name, version number and date, and copyright information

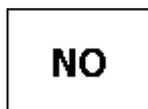


To return to the **Main Menu**, tap the green “back” arrow button at the bottom left of the display.

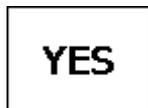


From this screen, you can also manually check to see if a new version of the program is available, by tapping on the green “down” arrow button at the bottom of the display.

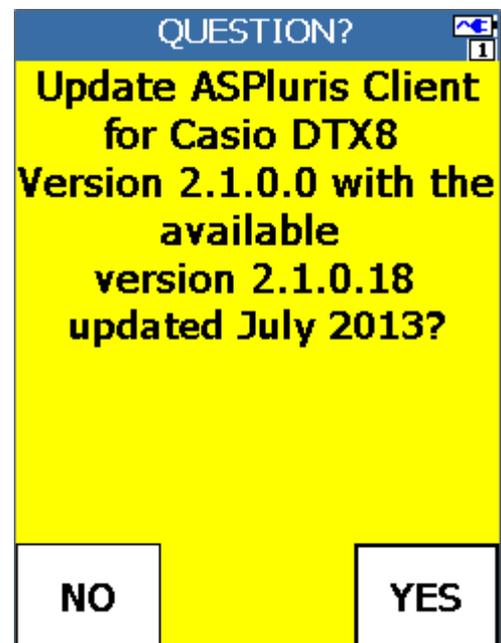
The program will then communicate with the update web site, and if a new version of the program is available, the screen on the right will offer the update to you.



Tap the **No button** to refuse the update and return to the About screen, or tap the **Yes button** to download and install the update.



If there is no program update available, the screen will displayed a message to indicate that. Just tap the **OK button** to return to the About screen



Setup



The **Setup** screen, which is accessed by pressing the **Configuration** button on the **Login** screen, is used to set the location of the ASPluris service, so that the terminal program can use the service to communicate with the Ostendo database.

The **Server URL** can be obtained from the ASPluris service once the service has been installed on the computer that is hosting the Ostendo database.

By default, the service uses the TCP/IP port number **5171** (this can be changed using Microsoft IIS if it conflicts with another program already using that port).

The **Clear Cached Data** button will delete any partially completed pickings, employees, locations, and orders. In normal circumstances, you will not need to use this button.

Setup

Server URL:
http://hv2012-w7x64:5171/

Clear Cached Data

← ? ✓

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